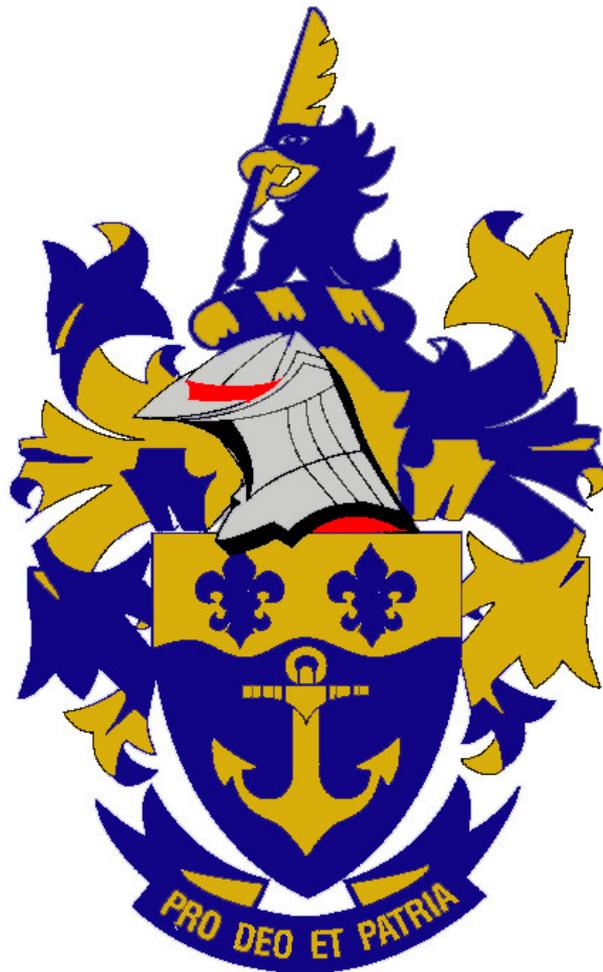


HOËRSKOOI RICHARDSBAAI



COVID-19

**SAFE RETURN TO SCHOOL PROTOCOL –
POST LOCKDOWN**

INDEX:

1. **HSRB COVID-19 CRISIS COMMITTEE:**
 - a) *Members of the Committee:*
 - b) *Purpose:*
2. **BACKGROUND TO THE DESEASE:**
3. **INDRODUCTION:**
4. **SMT TO ADAPT SCHOOL POLICIES WHERE APPROPRIATE:**
5. **SCHOOL ADMINISTRATORS, STAFF AND STUDENTS:**
 - a) *Key Messages & Actions:*
 - b) *Basic principles:*
 - c) *Recommendations for a healthy school are:*
 - I. *Communication:*
 - II. *Signage:*
 - III. *Sanitizing – (before, during and after school for learners, staff, visitors, work areas, stairs, break time areas, buildings e.g. classrooms, bathrooms, offices, IT/Civil/Mechanical/Library centers):*
 - IV. *Protective Personal Equipment (PPE):*
 - V. *Entering of the school – (Learners, staff, parents, deliveries and other services – Screening/Sanitizing/Wearing masks/washing hands):*
 - VI. *Attendance registers:*
 - VII. *Learners and staff with health issues (teaching from home):*
 - VIII. *Staff over the age of 60 (If not at school for contact time then what about salaries):*
 - IX. *Staff being pregnant:*
 - X. *Social distancing – (Entrance of school, Foyer, financial office, classes, playgrounds):*
 - XI. *Screening:*
 - XII. *Exiting school – (Learners, staff):*
 - XIII. *First day of reopening:*
 - XIV. *Handling of paper, money, books for marking, scripts for assessment.*
6. **PROCEDURES IF STUDENTS OR STAFF BECOMES UNWELL:**
7. **PARENTS / CAREGIVERS AND COMMUNITY MEMBERS:**
8. **Misconduct**
9. **RISK FACTORS FOR SEVERE COVID-19⁸⁻¹**
10. **REGISTERS**

1. **HSRB COVID-19 CRISIS COMMITTEE:**

a) Members of the Committee:

Mr. Hennie Pretorius – Chairman – School Management Team – Giving feedback to the Principal and SGB.

Mrs. Eleanor van Schalkwyk – Finance – Secretary to the Covid 19 Committee.

Dr. Jeanine Redinger – Medical Doctor, Parent – Medical expertise.

Mrs. Val Harripersadh – Prosecutor - Parent – Liaison with DOE, DOH and the Department of Social works.

Mrs. Hanri van Wyngaard – Magistrate - Parent – Legal expertise

b) Purpose:

Today, children and young people are global citizens, powerful agents of change and the next generation of caregivers, scientists, and doctors. Any crisis presents the opportunity to help them learn, cultivate compassion and increase resilience while building a safer and more caring community. Having information and facts about COVID-19 will help diminish students' fears and anxieties around the disease and support their ability to cope with any secondary impacts in their lives. This guidance provides key messages and considerations for engaging school administrators, teachers and staff, parents, caregivers and community members, as well as children themselves in promoting a safe and healthy school.

These guidelines should create clear instruction regarding the safety of all when, entering -, being at – or exiting the school. To try and alleviate the stress component the parents, learners and visitors having regard to the Corona Virus and being at Hoërskool Richardsbaai.

To enhance teamwork between all role players in ensuring education within a safe and healthy environment.

To mitigate risk and prevent spreading of the virus.

A flexible approach will be followed but all role players will be expected to conduct themselves in a disciplined and responsible manner to ensure optimal education within a safe environment.

2. **BACKGROUND TO THE DISEASE:**

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China, and has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock, and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. It is most contagious during the first three days after the onset of symptoms, although spread is possible before symptoms appear, and from people who do not show symptoms. The standard method of diagnosis is by real-time reverse transcription polymerase chain reaction (rRT-PCR) from a nasopharyngeal swab. Chest CT imaging may also be helpful for diagnosis in individuals where there is a high suspicion of infection based on symptoms and risk factors; however, guidelines do not recommend using CT imaging for routine screening.

Recommended measures to prevent infection include frequent hand washing, maintaining physical distance from others (especially from those with symptoms), quarantine (especially for those with symptoms), covering coughs, and keeping unwashed hands away from the face. In addition, the use of a face covering is recommended for those who suspect they have the virus and their caregivers. Recommendations for face covering use by the general public vary, with some authorities recommending for them, some recommending against them, and others requiring their use. There is limited evidence for or against the use of masks (medical or other) in healthy individuals in the wider community.

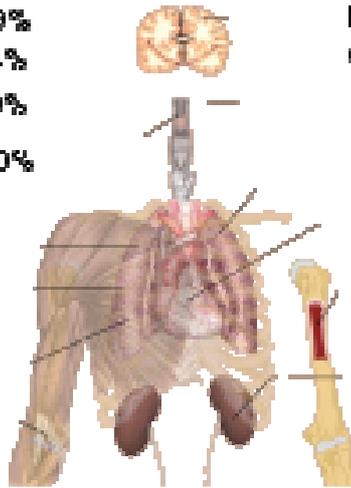
For the latest update, refer to:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The incubation period for the disease is currently estimated to be up to 14 days.

<https://www.cdc.gov/globalhealth/countries/southafrica/default.htm>

Common symptoms:
Fever: 82-99%
Loss of Appetite: 40-84%
Fatigue: 44-70%
Loss of smell: 15 to 30%
Shortness of breath: 31-40%
Cough: 59-82%
Coughing up sputum: 28-33%
Muscle aches and pain: 11-35%



In severe disease:
Difficulty waking
Confusion
Bluish face or lips
Coughing up blood
Persistent chest pain
Decreased white blood cells
Kidney failure
High fever

3. **INTRODUCTION:**

The protection of children and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus.

It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by the school can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination.

Education can encourage students to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread of virus. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, can promote public health.

4. **SMT TO ADAPT SCHOOL POLICIES WHERE APPROPRIATE:**

- Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

- Plan for possible academic calendar changes, particularly in relation to breaks and exams.
- Monitor school attendance
- Implement school absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the school.
- Alert local health authorities about large increases in student and staff absenteeism due to respiratory illnesses.
- Plan for continuity of learning

5. SCHOOL ADMINISTRATORS, STAFF AND STUDENTS:

a) Key Messages & Actions:

- The following areas in the Admin buildings are off-limits to all staff:
 1. Staffroom (except when using computers)
 2. Conference room (except when using for meetings)
 3. Kitchen
- Do not use biometric identification readers – they should preferably be temporarily disabled
- If a staff member needs to meet with the principal or one of the HOD's in the admin building, one on one meetings in the conference room will be allowed and social distancing regulations must be adhered to. NO MEETINGS will be allowed inside of offices.
- The temporary staffroom will be situated at the Library.
- Staff to provide their own cups, cutlery and where possible kettles, staff must wash these themselves and take it back to their classrooms.
- The SMT will meet in the current staffroom at 07h00 in the morning.
- There will be no staff meetings in the mornings and all relevant information will be sent to staff on the staff's official WhatsApp group.

- Teachers must report for school no later than 07h00 in the morning to be able to be screened and sign all the necessary registers.
- Teachers must be available at their classrooms from 07h10 to make sure students do not form groups on the corridors in front of the classrooms.
- Teachers that are on playground duty on a specific day must be at school from 06h50 to ensure that students that are already on the school grounds comply with the social distancing regulations.
- Smoking on the school premises is STRICTLY prohibited.
- Air conditioners and fans in the classrooms and all other venues will be switched off at the distribution boards as they are not allowed to be used, instead all working windows and classroom doors must remain open when there are students in the classroom.
- Red medical waste bins must be placed at both ends of each block and at the admin building, medical waste and “normal waste” are not allowed to be collected in the same bins.
- Staff will be responsible to arrange the desks in their classrooms to comply with the social distancing regulations.
- Staff with small children must arrange with a caregiver to take care of them whilst at school (Affidavit from SAPS will be sufficient).
- Staff will remain in their own classrooms to teach. Further details in regards to the daily timetable that will be followed will be attached as soon as it is finalized.
- No social gatherings of Staff will be allowed in any areas of the school other than the Library, where social distancing regulations must be complied with.

b) Basic principles:

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease.

c) Recommendations for a healthy school are:

I. Communication:

- Prevent stigma relating to COVID-19 by using facts and reminding learners to be considerate of one another. Encourage adherence to healthy practices from the national health and education authorities.
- The school must provide regular and relevant information and material to address learners' questions and concerns about the disease appropriately.
- Information pertaining to all children or staff who are suspected of having or have confirmed, after testing, the coronavirus, or someone in the household that has come into contact with suspected cases must be reported to hsrbccovid19cc@gmail.com and self-isolate for 14 days.
- Once test results have been received, please inform the school via the above mentioned email address in order for us to keep a record of cases in our environment.

The following information should be included:

- Name of learner/staff member/parent or guardian
- Unconfirmed or confirmed diagnosis
- Child admission number or staff number
- When quarantine started
- We will alert local health authorities about large increases in learner and staff absenteeism due to respiratory illnesses.
- Reinforce in general newsletters that schools distribute that staff, parents and guardians should alert the school and healthcare authorities if someone in their home has been diagnosed with COVID-19 and stay at home.
- Keep parents informed about possible further academic calendar changes, particularly in relation to school holidays and examinations.

II. Signage:

- In all classrooms and bathrooms, reception and front gate must be visible – as reminders of social distancing, hygiene, health and safety.
- White and red / neon tape on the floors, 1.5 meters apart, for line up.
- Benches and seating areas must be blocked off by danger tape to discourage children from sitting together. All benches to be moved to staff entertainment area.

- White and red / neon tape on the floors, 1.5 meters apart, in class rooms
- All persons in school should position themselves 1.5 meters from others at all times.
- Who will provide posters and tape? (DOE / DOH / sponsors / funding from school?)
- Who will position / stick tape to the floors? (Volunteer parents)

III. Sanitizing – (before, during and after school for learners, staff, visitors, work areas, stairs, break time areas, buildings e.g. classrooms, bathrooms, offices, IT/Civil/Mechanical/Library centers):

PREPARATION OF FACILITIES:

- Prior to the return of learners and staff to the school when directed by the Department of Basic Education, all school buildings are to be deep-cleaned and disinfected including classrooms and especially water and sanitation facilities, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids, etc.).
- The school should negotiate the increased cleaning requirements with their current contracted provider. If the school have arranged their own cleaning up to this point, then they must negotiate terms with an approved cleaning services contractor. Such negotiated terms with existing cleaning contractors or entirely new contracts must be on a month-to-month basis, commencing with the site preparation period in May 2020 and concluding with school closure in December 2020.
- Additional staff should not be appointed for this cleaning process.
- The school should ensure that their water, sanitation and waste management facilities are all functioning efficiently.
- The school must put specific, detailed plans in place to ensure that daily routines are maintained after learners leave the premises. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities twice a day, particularly surfaces that are touched by many people (railings, lunch tables, door and window handles, teaching and learning aids, etc.).
- In order to ensure compliance with these procedures, a duty checklist must be in place and the Grounds manager must assume full responsibility for the process to ensure it is completed effectively and timeously.

- A plan (including signage) must be available to enforce the sanitization of hands and the wearing of a mask at the gate for staff, learners and visitors entering the school premises.
- The school must prepare and maintain hand-washing stations with soap and water and place alcohol-based hand rub (hand sanitizers) in:
 - Every classroom
 - At entrances and exits
 - In staffrooms, and toilets
- Sanitizing to take place every hour on the hour – desks, work surfaces, hands, bathrooms (teachers, learners and cleaners).
- All learners and staff members to have sanitizers and masks with them at all times. (At least 70% alcohol).
- The Quarantine venue (Tents at tennis courts) must be thoroughly disinfected and sanitized as soon as students / staff exit the venue.
- While it remains top priority that adequate sanitation measures should be implemented to mitigate transmission as part of the daily routine, the use of sanitizer should be carefully monitored to prevent unnecessary wastage.
- Optimize usage at specific intervals:
 - At the start of the school day at stations for temperature screening.
 - After breaks.
 - After lessons involving the use of practical equipment in laboratories, and workshops, etc.

IV. Protective Personal Equipment (PPE):

- Everyone must wear masks
- CLEANING STAFF must be provided with disposable gloves and disposal aprons.
- CONTROLLERS must be provided with disposable gloves for measuring temperatures.
- Each learner will be supplied with one mask from the DBE
- Face visors, masks will be supplied to all staff at school to serve as a double layer of PPE in addition to only masks.
- Additional PPE may be allowed at own cost and on voluntary basis.
- Masks and sanitizers are compulsory.

- Students must wear school uniform to school and only Civilian clothes when school uniform is being washed as long as the COVID19 regulations are set in place by Government.
- Masks to be washed daily at home.

V. Entering of the school – (Learners, staff, parents, deliveries and other services – Screening/Sanitizing/Wearing masks/washing hands):

- The Only entrance gate that will be used is the one in the front of the school at the hall, the small gate at the sportsgrounds (Arboretum Primary gate) will be locked. The Staff will be permitted to use the staff gate and will be screened by a security guard at the gate and they will have to sign the Covid19 register there. The sliding gates at the tennis courts and workshops must be locked and may not be used except for emergency services.
- No parent, no visitor, no service providers, no person making deliveries will be allowed access to the general grounds and buildings and must report directly to the admin office, by prior appointment only; the person must sign the Covid19 guest register.
- Security guards at gate will sanitize all persons entering the school and inform them to adhere to social distancing tape on the floor. There will be two screening stations at the small gate in front of the school, forming lines in opposite directions of each other and keeping social distancing regulations in mind.
- All persons entering the school will subject themselves to temperature screening at the entrance. (Touch free thermal scanners to be supplied.)
- Should a person show any symptoms of coughing, runny nose, temperature, etc. they will not be permitted on the school ground. They will be referred to a Quarantine venue (tents set up on the tar surface at the gate nearest the tennis courts, to comply with social distancing regulations).
- Staggered entrance and exit to take place.
- Social distancing and compulsory to stand on yellow tape.
- Every staff member and learner must have hand sanitizers at their desks at all times. (At least 70% alcohol)
- Anyone entering the school showing signs of infection will not be permitted to enter the premises.

VI. Attendance Registers:

- Staff and students will be signed in and their temperature will be screened electronically at the various entrances of the school.
- All visitors will have to sign the Covid19 Guest register which will record the visitor's initials, surname, ID number and temperature. This register will be signed when entering and exiting the premises.
- Absenteeism must be recorded to keep record of COVID-19 cases and spikes.
- If a learner is absent it must be followed up.
- If a learner or staff member falls sick at school – must be kept in separate room (tent at tar surface) until they can be taken to a testing station by parent / guardian. Must supply school with a clearance certificate from a health care professional before the learner will be allowed back to school.
- If a staff member or learner were in contact with a COVID-19 + case, then they are to be screened by a health care professional and self-isolate for a minimum period of 14 days. Will follow / conduct classes from home during this period.

VII. Learners and staff with health issues (teaching from home):

- Teachers with serious health issues may give classes from home provided that they have the necessary means to live stream or pre-record classes. They must be available for live stream interaction with learners in class. A teacher must be present in class to ensure health and safety measures are adhered to.
- Any learner with a serious health issue must be permitted to follow classes from home if it is possible for them to do so.
- A WhatsApp group for classes and subjects should be encouraged to set guidelines for work to be done for that day. Podcasts can be encouraged. A clear procedure must be in place for children and teachers that are ill. The national procedure/guidelines for when people suspect COVID to be added to the communication. (Protocol already in place) privacy to be maintained at all times. 1 teacher should be allocated to assist with giving out these guidelines and information to effected parties
- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Radio, podcast or television broadcasts of academic content
- Assigning teachers to conduct remote daily or weekly follow up with students

VIII. Staff over the age of 60 (If not at school for contact time then what about salaries):

- The DOE will give guidelines in this regard.
- These staff members have the choice to come to school, if they sign a Co-Morbidity Declaration form.
- Teachers will be permitted to give classes from home provided that they have the necessary means to live stream or pre-record classes. They must be available for live stream interaction with learners in class. A teacher must be present in class to ensure health and safety measures are adhered to. Teacher can use laptop and teaching aids. Learners will follow the lesson in class on a big screen.

IX. Staff being pregnant:

- Each case will be dealt with on its own merit to ensure that the relevant party's health and safety is the highest priority.

X. Social distancing – (Entrance of school, Foyer, financial office, classes, playgrounds):

- White and red / neon tape will be positioned on the floors with 1.5 m intervals
- at entrance, line ups, reception, classrooms, bathrooms and all other places where clogging of people may take place.
- All persons must adhere to the social distancing tape on the floor and maintain a 1.5-meter distance from any other person at all times.
- Smaller class sizes (e.g. 20 children per class room) and desks to be placed on social distancing tape 1.5 meters apart. Classes larger than 20 children must be divided. The hall, Team teach room and A304 will be used to accommodate larger classes.
- The sportsgrounds must be divided into 5 areas, equal in size for the different grades in order to comply with social distancing regulations.

XI. Screening:

- At entry – screening will be done by screeners / security guards.
- 2 lines of entry to ensure social distancing when screening takes place.
- 2 Security guards / trained staff to do screening.

- If a person displays symptoms – entry will be refused and referred to Quarantine venue (tents at tennis courts).
- Information of testing stations must be obtained and available at entry / exit.
- No mask, no entry.
- Every person’s hands will be sprayed with sanitizer.

XII. Exiting school – (Learners, staff):

- Staggered exit.
- 2 lines of exit.
- Screening by security guards / trained staff.
- To throw all disposables masks and gloves in a designated waste bins.
- For each grade to leave separately, open up the all exit points /gates and use that for a certain grade to exit, so not all gushing out of gate. Ensure Marshals in place to monitor kids entering a leaving.
- When bell rings, Grade 8’s will leave first, intercom announcement 2 minutes later Gr 9’s to leave, 2 minutes later intercom announcement Gr 10’s to leave, 2 minutes later intercom announcement Gr11’s to leave, 2 minutes later intercom announcement Gr 12’s to leave. To prevent clogging and to ensure staggered exit.

XIII. First day of re-opening:

- Address Mental Health/Psychosocial support needs
- Encourage children to discuss their questions and concerns. Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying.
- Work with school health workers/social workers to identify and support students and staff who exhibit signs of distress
- Each class will have exactly the same lesson on the first day of reopening.
- It will be an informative session

- Every learner must know (1) what the virus is (2) how do I protect myself (3) what is social distancing (4) how to sanitize (5) sneezing and coughing etiquette (6) how far must I stay from others (7) symptoms (8) what to do if I feel sick.
- Symptoms: sore throat, coughing, sneezing, runny nose, vomiting, nausea, diarrhea, loss of smell or taste, battling to breathe, tiredness, weakness, fever.
- Tell teacher if I feel sick.
- Posters in every class and corridors as reminders of social distancing and sanitizing.
- At the beginning of each period the teacher will remind learners:
 - wipe your desk, spray your hands, desk on yellow line
- Social distancing must be adhered to during break times when learners go outside.
- All doors and windows to be opened for maximum ventilation.
- Every teacher and learner must have a mask and sanitizer at all times.
- No touching of door handles, walls, doors, surfaces. Doors to remain open.
- No hugging / handshaking.
- No sharing of stationary.
- Suitcases outside.
- Only one person in the bathrooms at all times.
- Desks to be placed 1.5 m apart at all sides.

XIV. Handling of paper, money, books for marking, scripts for assessment.

- Children to mark their own work as far as possible in class – teachers will provide answers – to prevent cross-contamination.
- All marking to be done at school to create a controlled environment.
- Teachers to mark assignments, tests with gloves / sanitize hands frequently.
- Money to be dealt with gloves / sanitize hands frequently.

- School fees as far as possible to be done via EFT to minimize money transfer.

Tuck shop:

- Will be closed until lockdown restrictions allow the owner to trade.

6. PROCEDURES IF STUDENTS OR STAFF BECOME UNWELL:

- Ensure that all contact details for next of kin are up to date at your school.
- Every Grade mentor must have a list of nearby emergency rooms/hospitals/doctors.
- Receptionist is the only person allowed to make calls to parents related to COVID19

SHOULD A LEARNER SHOW COVID-19 SYMPTOMS:

- The parents must be advised to seek immediate medical advice telephonically and then proceed to the medical Centre to which their general practitioner directs them.
- If the learner is confirmed to be ill with COVID-19, they are then advised to self-quarantine at home for a minimum period of 14 days. Such a person should produce a doctor's clearance certificate upon their return to school.
- Parents must be advised to keep their children home from school if they display symptoms of an illness and to seek medical advice – telephonically in the first instance. Learners should be deemed to be 100% well again by a medical professional before they are allowed to return to school.
- These measures automatically extend to the parents and siblings or other persons in that residence.
- The school must make the necessary arrangements with the learner and parents as to the manner in which schoolwork will be dealt with during this time, including formal and informal assessment.

A STAFF MEMBER WHO SHOWS SYMPTOMS OF THE DISEASE OR WHO HAS COME INTO CONTACT WITH SOMEONE WHO TESTED POSITIVE:

- Any staff member presenting with COVID-19 symptoms must be advised to seek immediate medical advice telephonically and then proceed to the medical Centre to which their general practitioner directs them.

- If the staff member is confirmed to be ill with COVID-19, they are then advised to self-quarantine at home for a minimum period of 14 days.
- Such a staff member should produce a doctor's clearance certificate before their return to school.
- In keeping with patient/medical confidentiality ethics, the identity of a staff member who has tested positive for COVID-19 may not be revealed to the general community without that person's express written consent.
- The staff member must inform the principal of their status.
- It is strongly recommended that the staff member advise their immediate circle of contacts.
- A form used by pathology labs will be issued to the staff member to write down the details of as many people as they can with whom they recently came into close and regular contact.
- If the staff member tests positive, the people with whom contact has been identified will be informed immediately by the receptionist of the school.

DUTIES OF HR MANAGER IN POSITIVE CASES:

- Report to Circuit Manager and District Director
- Assist with contact tracing information whenever required to do so.
- Assist with application for 14 day leave of absence for isolation and/or quarantine
- Evacuate the whole school for decontamination.
- Re-occupy the school after 24 hours of decontamination to allow the school to rid of the fumes
- The results of these test must be send to school and recorded on the Covid19 Infection register.

7. PARENTS / CAREGIVERS AND COMMUNITY MEMBERS:

Recognize the symptoms of COVID-19 (fever, dry cough, body weakness, vomiting, diarrhea, loss of smell, difficulty in breathing, sore throat) in your child:

Seek medical advice by first calling your health facility/provider and then take your child in, if advised. Remember that symptoms of COVID-19 such as cough or fever can be similar to those of the flu, or the common cold, which are a lot more common. If your child is sick, keep them home from school and notify the school of your child's absence and symptoms. Request reading and assignments so that students can continue learning while at home. Explain to your child what is happening in simple words and reassure them that they are safe.

Keep children in school when healthy:

If your child isn't displaying any symptoms such as a fever or cough it's best to keep them in school – unless a public health advisory or other relevant warning or official advice has been issued affecting your child's school.

Statement by the Minister of Basic Education on 19 May 2020:

If you decide not to school, The South African Schools Act allows you to home-school but you have to register your child as homeschooling, you have to give your province the plan so they can supply you with the curriculum and exam plans.

If parents want their child to repeat the grade in 2021 - they'll need to apply for it.

Instead of keeping children out of school, teach them good hand and respiratory hygiene practices for school and elsewhere, like frequent handwashing (see below), covering a cough or sneeze with a flexed elbow or tissue, then throwing away the tissue into a closed bin, and not touching their eyes, mouths or noses if they haven't properly washed their hands.

Washing hands properly:

Step 1: Wet hands with safe running water

Step 2: Apply enough soap to cover wet hands

Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds

Step 4: Rinse thoroughly with running water

Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available

Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/ toilets/latrines and whenever your hands are visibly dirty. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.

Help children cope with the stress:

Children may respond to stress in different ways. Common responses include having difficulties sleeping, bedwetting, having pain in the stomach or head, and being anxious, withdrawn, angry, clingy or afraid to be left alone. Respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation. Listen to their concerns and take time to comfort them and give them affection, reassure them they're safe and praise them frequently.

If possible, create opportunities for children to play and relax. Keep regular routines and schedules as much as possible, especially before they go to sleep, or help create new ones in a new environment. Provide age-appropriate facts about what has happened, explain what is going on and give them clear examples on what they can do to help protect themselves and others from infection. Share information about what could happen in a reassuring way.

For example, if your child is feeling sick and staying at home or the hospital, you could say, "You have to stay at home/at the hospital because it is safer for you and your friends. I know it is hard (maybe scary or even boring) at times, but we need to follow the rules to keep ourselves and others safe. Things will go back to normal soon."

CHECKLIST FOR PARENTS/CAREGIVERS & COMMUNITY MEMBERS:

1. Monitor your child's health and keep them home from school if they are ill
2. Teach and model good hygiene practices for your children:
 - o Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty
 - o Ensure that safe drinking water is available and toilets or latrines are clean and available at home
 - o Ensure waste is safely collected, stored and disposed of
 - o Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose
3. Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
4. Prevent stigma by using facts and reminding students to be considerate of one another

5. Coordinate with the school to receive information and ask how you can support school safety efforts (through parent-teacher committees, etc.)

8. **MISCONDUCT:**

- A Misconduct committee has been selected to handle all misconduct with regards to the COVID19 regulations and the HSRB “Safe return to school” Protocol.

- Members of the committee:

Mr. Herman Muller – Chairman – School Principal

Mrs. Elsa Fischer – Deputy Principal

Mr. Johan Putter – Deputy Principal

Mrs. Ronel Labuschagne – Acting Deputy Principal

Mr. Hennie Pretorius – Chairman COVID 19 Crisis Committee

Union Representative (observer) - if a staff member is accused

Grade Mentor (observer) – if student is accused

- Students found guilty of misconduct must exit the school grounds immediately after hearing and may only return the following day. Repeat offenders will be subject to the normal disciplinary process of Hoërskool Richardsbaai.
- Staff found guilty of misconduct will be subject to the normal labour disciplinary process (record of this disciplinary action will be kept on the teacher’s file for the duration the COVID19 regulations are in place).

8. **RISK FACTORS FOR SEVERE COVID-19⁸⁻¹⁰**

Risk Factor	Detail	Definition
Age	People 60 years and older with comorbidities	Aged 60 years or older with one or more disorders or conditions.
People of all ages with the following underlying medical conditions, particularly if not well controlled:		
Cardiovascular Disease	Moderate/ Severe Hypertension	Moderate hypertension: systolic BP 160-179mmHg and/or diastolic BP 100-109 mmHg. Severe hypertension: systolic BP ≥ 180 mmHg and/or diastolic BP ≥ 110 mmHg.
	Congestive cardiac failure or other serious cardiovascular disease	Confirmed clinical diagnosis of congestive cardiac failure or other serious cardiovascular disease
	Cerebrovascular disease, including stroke and transient ischaemic attack	Confirmed clinical diagnosis of cerebrovascular disease.
Respiratory Disease	Pulmonary Tuberculosis – untreated or in early treatment	People who have not completed the intensive phase or first two months of treatment in line with the National Department of Health Standard Treatment Guidelines.
	Moderate to severe asthma	Asthma which requires treatment with high dose inhaled corticosteroids plus a second controller (and/or systemic corticosteroids) to prevent it from becoming ‘uncontrolled’ or which remains ‘uncontrolled’ despite this therapy.
	Chronic Obstructive	Confirmed clinical diagnosis of

	Pulmonary Disease (COPD)	COPD
	Other severe chronic lung pathology, including cystic fibrosis and bronchiectasis	Confirmed clinical diagnosis – irrespective of severity.
Kidney Disease	Chronic Kidney Disease	eGFR < 45
Pregnancy	Third trimester pregnancy	Estimated to be further than week 27 of pregnancy
Immunosuppression	Poorly controlled type II Diabetes Mellitus	HBA1c \geq 7.5% within last 6 months
	Cancer undergoing active treatment	Currently undergoing chemotherapy and/or radiotherapy
	Human Immunodeficiency Virus with advanced immunosuppression	HIV positive persons with CD4 count <200 cells/mm ³ who are ART-naïve or who initiated ART within last 3 months
	Chronic immunosuppressant use	Chronic use of corticosteroids of >20mg prednisone per day or equivalent, methotrexate, biologicals or other immune suppressants.
	Transplant	On chronic immune suppressants
Metabolic syndrome	Severe obesity	Body mass index (MBI) of 40 and higher



Risk-adjusted strategy for economic activity

Before any sector resumes activity, the following conditions must be in place:

- In addition to generally applicable health and safety protocols, each sector must agree upon a COVID-19 prevention and mitigation plan with the Minister of Employment and Labour, the Minister of Health and any other Minister relevant to the sector.
- Individual businesses or workplaces must have COVID-19 risk assessments and plans in place, and must conduct worker education on COVID-19 and protection measures:
 - Identification and protection of vulnerable employees
 - Safe transport of employees
 - Screening of employees on entering the workplace
 - Prevention of viral spread in the workplace:
 - Cleaning of surfaces and shared equipment
 - Good ventilation
 - Managing sick employees
- Monitoring systems must be in place to (1) ensure compliance with safety protocols and (2) identify infections among employees

